

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Principal position at [School Name] as advertised [where you found the job listing]. With [number] years of experience in educational leadership and a strong commitment to fostering a positive learning environment, I am excited about the opportunity to contribute to your school community.

In my previous role as [Your Previous Position] at [Your Previous School], I successfully [mention key achievements or responsibilities that relate to the principal role, e.g., improved student performance, led curriculum development, enhanced community involvement]. My leadership style is [briefly describe your leadership style, e.g., collaborative, data-driven], which I believe aligns with the values and mission of [School Name].

I am particularly drawn to this position because [mention specific reasons related to the school or community, e.g., programs, values, student demographics]. I am eager to bring my skills in [mention relevant skills, e.g., staff development, curriculum design, budget management] to [School Name] and work closely with faculty, students, and parents to achieve our academic goals.

Enclosed is my resume, which provides additional details about my professional journey. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of [School Name]. Thank you for considering my application.

Warm regards,

[Your Name]

[Attachment: Resume]